

INSTRUCTIONS HOW TO COMPLETE THE FORM

For the valid division rule and other instructions please see **TEOSTO's Division and Distribution Rule**.

Title of the work Full name of the work.
Secondary title of the work Translated or other name used of the work
Year of composition Year when the original work was composed.
Parts and durations of the work Give all parts and durations of the work separately.

Type of the work
(Enter the type on the reverse side)

The information is used for the Nordic classification of works.

N.B! If an originally traditional or unprotected work is used in a commercial please remember to give the title of the work used in the commercial as well as the original title. Also, add the name of the producer to the field **Additional Information**.

To make the optical reading of the form easier kindly print all letters according to the following sample letters:

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Å Ä Ö

Composer (C) Full names of all composers. To make the optical reading easier please print the name of the **first** composer in the form family name - given name
Lyricist (A) Full names of all lyricists. To make the optical reading easier please print the name of the **first** lyricist in the form family name - given name
Sub-Author (SA) Full names of all sub-authors
Arranger (AR) Full names of all arrangers
Publisher (E) For published works please give the name of the publisher. The publisher is additionally obligated to supply a copy of the publisher agreement.

By signing the work notification the right holders of the work certify:

1. PERMISSION TO USE AND MODIFY THE WORK

Please acquire the permission before a new version is performed or recorded. When lyrics are added to a protected work or when it is arranged the composer of the work must be consulted. The lyricist must be consulted if a protected text is added to a composition or if the text is translated.

A work notification is not necessary if the permission is granted for an arrangement or translation without shares. The right holders can agree amongst themselves in such a case. The work notification should be filled only if the right holders expressly want to register such a version.

If not otherwise agreed on the work notification form the composer grants the permission to make arrangements and the lyricist the permission to make translations. The original authors can transfer these rights in a publishing agreement; in that case the permissions are asked from the publisher.

After the death of the author right holders of the work grant the permission. Copyright is in force for 70 years after the death of the author. The permissions to arrange, translate or to make a new local text to a foreign work are usually granted by the publisher who has the publishing rights for Finland.

2. DIVISION OF THE SHARES AGREED

The shares of a fully protected work are the same in the distribution of both performing right and the mechanical reproduction right royalties. TEOSTO accepts an exceptional division when:

- The agreement on the division complies with the minimum and maximum values set in the Distribution Rule or when the Repertoire Committee has given its approval for the exceptional division.

- If all parts of the work are protected the shares total 100%.

If these requirements are not fulfilled TEOSTO applies the basic and the standard division until Teosto receives a replacing work notification for

Below are some examples of the Basic Division and the Equalizing Division of Shares. For more detailed tables see the Division and Distribution Rule. The maximum share of the arranger and/or translator is 16.67% for a work.

Basic Division					
C	A	AR	SA	E	Total%
100.00					100.00
50.00	50.00				100.00
66.67				33.33	100.00
33.34	33.33			33.33	100.00

Standard Division					
C	A	AR	SA	E	Total %
55.56		11.11		33.33	100.00
33.33	50.00	16.67			100.00
22.23	33.33	11.11		33.33	100.00
22.23	22.22	11.11	11.11	33.33	100.00
50.00	33.33		16.67		100.00
33.34	22.22		11.11	33.33	100.00
33.33	33.33	16.67	16.67		100.00

Equalizing Division					
C	A	AR	SA	E	Total %
59.26		11.11		29.63	100.00
41.67	41.66	16.67			100.00
29.63	29.63	11.11		29.63	100.00
25.93	25.93	11.11	11.11	25.92	100.00
41.67	41.66		16.67		100.00
29.63	29.63		11.11	29.63	100.00
33.33	33.33	16.67	16.67		100.00

TEOSTO applies the basic and the standard division in the distribution if not otherwise agreed.